



U.S. Fish and Wildlife Service



Quick Start Guide to SAS Activity-Based Management 6.2

The following document provides a brief overview of how to perform some of the most common actions in SAS Activity-Based Management (ABM) 6.2. For specific actions related to the U.S. Fish and Wildlife Service (FWS) Activity Based Costing (ABC) model, please refer to Side 2 of the Quick Start Guide to SAS ABM 6.2.

Creating a new OLAP view:


1. From the SAS ABM Homepage, click  OLAP on the toolbar at the top of the screen. You will be directed to the OLAP homepage.
2. Select  New OLAP View... The New OLAP View Wizard will appear on your screen.
3. Select the specific model that you wish to analyze. Select MultiStage Contributions as the cube. Click Finish.
Note: Select the checkbox next to “Do not select any dimensions by default” if you wish to begin with an empty query.
4. You will now be redirected to the OLAP page. From here, drag the dimensions into the Row and Column boxes of the Dimension Toolbar.
5. Mouse over the grid area to view the query results.

Saving an OLAP view:


1. From the SAS ABM OLAP Page, Select OLAP > Save View from the toolbar or click  on the OLAP toolbar. A new dialog box will appear.
2. Type a name and a description (optional) for the view. Click OK .

Opening a saved OLAP view:


From the SAS ABM Homepage:

1. Click  OLAP on the toolbar. You will be directed to the OLAP homepage.
2. Select an OLAP view from the right-hand side of the page.


From the OLAP page:

1. Select an OLAP view from the OLAP VIEW drop-down list.
2. Click .

Sorting an OLAP view:

1. Select OLAP > Sort Data or click  in the toolbar. The Sorting Data dialog box will appear.
2. Enter your sorting preferences and click OK.

Filtering an OLAP view:

1. Select OLAP > Filter Data or click  in the toolbar. The Filtering dialog box will appear.
2. Enter your filtering preferences and click OK.


Adding a Subtotal to an OLAP view:

1. Right click in the white area of the grid.
2. Select Subtotals > Columns Below.


Showing/Hiding the Dimensions:

1. Select OLAP > Show/Hide Dimension List or click  in the toolbar.

Exporting a View to Excel:

1. After your view has been generated, either select OLAP > Export to Excel or click  in the toolbar.
2. Excel will open and you will be able to access your data.

Changing Between the Grid View and Decomposition Tree View:


1. Select OLAP > Decomposition Tree or click  View to switch from the grid view to the decomposition tree.

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The following steps describe how to perform two OLAP tasks specific to the U.S. Fish and Wildlife Service (FWS) ABC model. For general functionality, please refer to Side 1 of the Quick Start Guide to SAS ABM 6.2.

Creating a view to show who is charging a specific activity:

1. While on the OLAP page, drag the existing dimensions from the column and row areas of the Dimension Viewer. Mouse over the grid area. This will return an empty query result.
Note: If the dimension names are abbreviated, right click in the dimension viewer and deselect Abbreviate Dimension Tabs.
2. Hide empty rows and columns before beginning this view as this will reduce the time to execute the query results. To do so, click on the icon  next to *Rows, Columns, and Background* in the Dimension Viewer.
3. Select and drag Resource Region from the Background area of the Dimension Viewer to Rows.
4. Select and drag Resource Organization from the Background area of the Dimension Viewer to Rows, beneath Resource Region.
5. Click on the Resource Cost Category tab in the Dimension Viewer. Expand the *All* category by clicking the plus sign next to the word.
6. Right click on Labor and select Slice Dimension.
7. Select and drag Resource Cost Category into the Rows area, underneath Resource Organization, of the Dimension Viewer.
Note: You will notice a red icon next to the dimension in the Background window once the dimension has been sliced.
8. Click on the Activity Activities tab in the Dimension Viewer. Expand the *All* category by clicking the plus sign next to the word. Continue to navigate through the processes until you have located a specific activity.
9. Right click on the activity and select Slice Dimension.
10. Select and drag Activity Activities from the Background area into the Columns area of the Dimension Viewer
11. Mouse over the grid area. Drill down into the view by clicking *All*.

Creating a view to show Mission Process Costs by Labor and Non-Labor Program Costs:

1. While on the OLAP page, drag the existing dimensions from the column and row areas of the Dimension Viewer. Mouse over the grid area. This will return an empty query result.
Note: If the dimension names are abbreviated, right click in the dimension viewer and deselect Abbreviate Dimension Tabs.
2. Hide empty rows and columns before beginning this view as this will reduce the time to execute the query results. To do so, click on the icon  next to *Rows, Columns, and Background* in the Dimension Viewer.
3. Select and drag Resource Program from the Background area of the Dimension viewer to the Columns area.
4. Click on the Resource Cost Category tab in the Dimension Viewer. Expand the *All* category by clicking the plus sign next to the word.
5. Click on Labor, then CTRL-click Non-Labor. You will notice a red icon appear next to Resource Cost Category in the Background area of the Dimension Viewer. Click and drag Resource Cost Category to the Columns area, directly under Resource Program.
6. Click on the Activity Activity Type tab in the Dimension Viewer. Expand the *All* category by clicking the plus sign next to the word. Right-click on Mission Activity and select Slice Dimension.
7. Click on the Activity Activities tab in the Dimension Viewer. Expand the *All* category by clicking the plus sign next to the word. You will notice that only Mission processes are visible. Click on the first Mission process, then CTRL-click the remaining processes. You will notice a red icon appear next to Activity Activities dimension in the Background area of the Dimension Viewer. Select and drag Activity Activities to the *Rows* area of the Dimension Viewer from the Background area.
8. Mouse over the grid area. Drill down into the view by clicking *All*.